

Orientation and Continuing Education of Board and Staff

TOPIC: Orientation and Continuing Education

PASSED: April 8, 2026

AMENDED:

REVIEWED: April 8, 2026

NEXT REVIEW: January 2030

1. Purpose

Camrose Public library recognizes the need for orientation and continuing education of board members and employees, and the need to acquire skills and knowledge relating to their roles as board members and employees. Camrose Public Library is prepared to provide resources and materials for the orientation and continuing education of board members and employees.

2. Definitions

- 2.1 **Board Member:** An individual appointed as a Camrose City Council Appointment, or a Member at Large to the City of Camrose Library Board, by Camrose City Council.
- 2.2 **Staff:** An employee employed by either the City of Camrose Library Board, or Camrose Public Library.
- 2.3 **Orientation:** An educational introduction to an individual's role, responsibilities, and the organization.
- 2.4 **Continuing Education:** Education that occurs throughout an individual's appointment or employment with the organization. The term "continuing education" will be used interchangeably with the term "professional development" in this policy.

3. Board Orientation and Continuing Education

3.1 Board Orientation

- 3.1.1 The board provides a board manual to each new board member. This package consists of:
 - 3.1.1.1 The library board's bylaws and policy manual
 - 3.1.1.2 Municipal bylaw establishing the municipal library board
 - 3.1.1.3 The library board's rules of order for board meetings



- 3.1.1.4 Information about the responsibilities of board members, including ethical responsibilities, fiduciary duty, and other individual board members responsibilities
 - 3.1.1.5 List of board members, including their term start and end dates.
 - 3.1.1.6 List of board committees (if applicable), including which board members are currently serving on those committees.
 - 3.1.1.7 Financial statements and budget
 - 3.1.1.8 Annual report
 - 3.1.1.9 Sources of library funding
 - 3.1.1.10 *Libraries Act and Libraries Regulation*
 - 3.1.1.11 PLSB's suite of provincial policies:
 - 3.1.1.11.1 The Public Library Network Policy
 - 3.1.1.11.2 The Electronic Resources Operational Policy
 - 3.1.1.11.3 Resource Sharing Operational Policy
 - 3.1.1.11.4 SuperNet Operational Policy
 - 3.1.1.11.5 Library Resources for People with Print Disabilities Operational Policy
 - 3.1.1.12 Introduction to the local library system and the services it provides
 - 3.1.1.13 Library's current plan of service
 - 3.1.1.14 Map of area served by library
 - 3.1.1.15 Names and positions of staff, including an organizational chart
 - 3.1.1.16 Information about the relationship between the library board and staff, especially between the library board and the library Director
- 3.1.2 A board member's information package is distributed to each new board member at their first board meeting or shortly thereafter. The board vice-chair and delegated members of the board or employee(s) are responsible for the information package preparation and distribution, as well as ensuring the package is updated when necessary.
- 3.1.3 The orientation process is the responsibility of the vice chair, and the library Director. This process includes an explanation of the materials in the new board member's orientation package and a tour of the library.
- 3.1.4 New Board Members are encouraged to attend a Board Basics Workshop facilitated by the provincial Public Library Services Branch. Board Members who have attended the workshop previously are encouraged to participate regularly to refresh their knowledge.
- 3.2 **Board Continuing Education**
- 3.2.1 The board recognizes the importance of having informed board members. To ensure this, the board provides, within the limits of its budget,



financial support for attendance at library conferences and relevant workshops and membership in library organizations.

- 3.2.2 Board members are expected to regularly attend library or board member courses or conferences in the area, as time and budget guidelines permit.
- 3.2.3 Within budget guidelines, expenses incurred by individual board members for travel, subsistence, lodging, and registration fees are reimbursed, as per established procedure.
- 3.2.4 Board members are expected to provide a verbal report on conference attendance to the board.
- 3.2.5 All board members regularly attend board member workshops, as time and budget guidelines permit.

4. Staff Orientation and Continuing Education

4.1 Staff Orientation

- 4.1.1 New employees are given orientation and training that prepares them to best provide service to the public.
- 4.1.2 Orientation and training for all staff except the library manager is the responsibility of the library manager and includes an understanding of:
 - 4.1.2.1 the role of the library in the community
 - 4.1.2.2 the role of the library in the larger library community, including participation in both the local library system and the Provincial Library Network
 - 4.1.2.3 the responsibilities and duties of the board and staff
 - 4.1.2.4 the library board's policies, services, goals, and objectives, and
 - 4.1.2.5 specific training for the employee's position.
- 4.1.3 Each new employee is given a staff handbook for personal use and study along with job-specific material provided by the employee's supervisor.

4.2 Staff Continuing Education

- 4.2.1 The Director may, within the limits of the budget, approve staff attendance at library-related meetings, workshops and conferences without prior board approval.
- 4.2.2 Professional development opportunities for the Director (including conference attendance, coursework, or travel) costing over \$200 will need to be approved by the board.
- 4.2.3 Participants who attend conferences, conventions, workshops, seminars, or similar training courses must report on developmental activities to the Director in a format suitable to share with the library board. In the case of the Director's attendance, the report will be submitted to the board.



- 4.2.4 Within budget guidelines and with prior approval of library management, expenses incurred by individual staff members for travel, meals, and lodging may be reimbursed, as per established procedure. In the Director's case, expense approval comes from the board. Conference and registration fees will be pre-paid by the library.
- 4.2.5 The library board supports and encourages the ongoing training of library staff through staff development workshops and regular system training sessions. With the authorization of the board, the library manager may occasionally close the library to allow staff the opportunity to attend these training opportunities.
- 4.2.6 The board supports and encourages informal, ongoing sharing of information among library staff as part of their continuing education.
- 4.3 **Further Formal Education for Staff**
 - 4.3.1 The board supports staff attending formal education programs related to their work at the library to further their education.
 - 4.3.2 Employees wishing to take an unpaid leave of absence for the purpose of further education must apply to do so as per established procedure.
 - 4.3.3 For an absence for the purpose of further education, the Board may hold an employee's position for a maximum of two (2) years.

5. Library Association Memberships

- 5.1 The board purchases an annual institutional membership in the Library Association of Alberta (LAA). The library manager is the voting representative.
- 5.2 Within budget guidelines and with prior approval of the library manager, other association institutional memberships may be purchased.
- 5.3 Expenses incurred by individual library staff members for association memberships may be reimbursed, with prior management approval. The Director approves individual memberships for library staff members. The board approves individual memberships for the Director by board motion.
- 5.4 Camrose Public Library maintains a membership in the library trustee's association.

6. Financial Assistance and Reimbursements

- 6.1 See section C11 Business Expenses in the [Employee Policy Manual](#) to see rates and procedure for travel reimbursement
- 6.2 See section C12 Training and Development in the [Employee Policy Manual](#) to see details regarding further formal education.

